



Department of Energy
Office of Science
Washington, DC 20585

MAR 11 2014

MEMORANDUM FOR DISTRIBUTION LIST

FROM:

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KATHLEEN A. KLAUSING
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OFFICE OF BUDGET
OFFICE OF SCIENCE

Subject:

FY 2016 Science Field Budget Call

The Office of Science requires several items that were formerly part of the CFO Field Budget Call, and hereby requests that you submit these items to the Office of Science, Office of Budget according to the Deliverables Schedule listed below. Please note that not all items are due at the same time.

The OMB Exhibit 300s should be current and always updated with the latest information. Please have the Exhibit 300s with the latest information updated by June 6th. The FY 2015 form should be used until newer versions of Exhibit 300s are available in late summer. The Office of Project Assessment will send out an e-mail to the Programs to complete the Exhibit 300s in late July when the new forms are received.

The Motor Vehicle template is the same as last year and has been updated to include FY 2013 FAST data. For questions regarding Motor Vehicles, please contact Rusty Perrin (Rusty.Perrin@science.doe.gov).

The IFI template has changed this year. For questions regarding the IFI, please contact Theresa Kelly (Theresa.Kelly@science.doe.gov).

The S&S program Field Budget Proposal guidance and requirements was issued in a separate call by Stephanie Short. Please note that the requirements to submit Field Work Proposals for S&S activities is replaced by the Budget Information Worksheets included in the site proposal packages that were attached in the call issued by Stephanie Short.

The SCPD Program Review requirement will be issued separately later in March 2014.

Please submit all files electronically to Kathleen Klausing using the attached templates and guidance. Please submit Field Work Proposals (FWP) using the Searchable FWP system at <https://www.osti.gov/fwp/>. Please also copy Kin Chao (kin.chao@science.doe.gov) with your submission of the Exhibit 300s and Project Datasheets.

All templates and guidance are included as attachments as outlined in the Deliverables Schedule listed below.

Deliverables Schedule:

Attachment	Deliverable	Due Date
A	Field Work Proposals (Execution only – FY 2015 only)	June 27 th
B	Motor Vehicles	August 1 st
C	Project Data Sheets (new projects only)	April 25 th
D	Non-IT Capital Asset Plans and Business Case (Ex 300)	June 6 th
D	IT Capital Asset Plans and Business Case (Ex 300A & B)	Quarterly in eCPIC
D	Agency IT Investment Portfolio – Ex. 53	Annually in eCPIC
E	Summary of Budget Estimates	June 27 th
F	Summary of Employment	June 27 th
G	Integrated Facilities Infrastructure Crosscut (IFI)	April 28 th

Item that will be issued under a separate call:

Deliverable	Issue Date
Program Direction	March 2014
S&S program Field Budget Proposal	March 2014

Attachments

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